

SHORT-WRITING SHORTENED:

O R,

The Art of Short-writing
reduced to a Method more speedy,
plain, exact, and easie, than
hath been heretofore Published.

In which,

The principal Difficulties and Discouragements that have been found in Short-writing, particularly the buthening of memory with, and inconvenient joyning of many Characters, are removed; And the whole Art so disposed, that all usual words may be written with aptnesse and brevity.

By JOHN FARTHING late Author and
Teacher thereof, who had practised Short-
writing 46. years.



LONDON:

Printed for Tho. Parkhurst, at the Bible and Three-
Crowns in Cheapside near Mercers-Chappel, 1684.

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The Art of Short Writing
 by Thomas Digges
 London Printed by J. Sturges
 1704



BY JOHN FLETCHER, Esq;
 Author of the
 History of the
 County of Oxford

LONDON
 Printed for J. Sturges at the
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 1704

The Alphabet of Letters

a	c	
b	d	
e	e	
f	f	
g	g	
h	h	
i	i	
k	k	
l	l	
m	m	
n	n	
o	o	
p	p	
qu	qu	
r	r	
s	s	
t	t	
v	v	
w	w	
x	x	
y	y	
z	z	

SHORT-WRITING SHORTNED.

Chap. 1.

Of the Alphabet of Letters.

The letters of the Alphabet being the principall ground-worke of that which follows must (before you proceed further) be so perfectly learned as that you can make any of them readily without the help of the copy.

I leave the letter *c* out of the Alphabet because it hath the sound both of *k* and *s*, and when it is sounded like *k* as in these words calm, cold, captain and the like it shall be expressed by the character of *k*; When it is sounded like *s*, as in these words certain, certifie, face, and the like it shall be expressed by the Character of *s*.

One character serves for *qu* because *u* in all words immediatly follows *q*, as in quick, quantity, quench-, and the like.

In making any one of these letters you are to do it at once without taking the pen off the paper.

The Vowels are *a, e, i, o, u*, the rest of the Letters are called Consonants.

The Alphabet of Letters

a	c	
b	d	
d	e	
e	f	
f	g	
g	h	
h	i	
i	k	
k	l	
l	m	
m	n	
n	o	
o	p	
p	qu	
qu	r	
r	s	
s	t	
t	v	
v	w	
w	x	
x	y	
y	z	
z		

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I leave the letter c out of the Alphabet because it hath the sound both of k and s, and when it is sounded like k, as in these words calm, cold, captain and the like it shall be expressed by the character of k;

When it is sounded like s, as in these words certain, certifie, face, and the like it shall be expressed by the Character of s.

One character serves for qu because u in all words immediately follows q, as in quick, quantity, quench, and the like.

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The Vowels are a, e, i, o, u, the rest of the Letters are called Consonants.

Double consonants To begin and end

		Words		
bl	~		ld	S
br	~		lk	h
dr	~		lm	u
fl	~		ln	3
fr	~		lp	5
gl	~		ls	6
gr	~		lt	7
kl	~		mp	7
kn	~		nd	8
kr	~		ng	5
pl	~		nk	7
pr	~		ns	9
sk	~		nt	7
fl	e		rd	3
sm	e		rg	5
sn	e		rk	4
sp	e		rl	2
st	p		rm	2
str	p		rn	3
tr	~		rp	5
tw	~		rs	1
	~		rst	2
	~		rt	1










these 4. to be
got by hart
< | Eh
h } | sh
/ | th
o | wh




Chap. 2.

Of the double Consonants

The double Consonants (you may perceive) are no other then two or more of the single Letters of the Alphabet joyned together; and the Alphabet of Letters being perfectly learned, these will not at all charge^{the} memory.

In making the double consonants observe, that where you end the former letter, there you are alwayes to joyn the following Letter, as for example, if you would write bl, the b you write thus  the l thus  Now to joyn them together, draw l from b thus  to write br, write b as you did, and draw r from b thus  to write kl, draw l from k thus  for thus  to write st, the s you write thus  the^t thus  to joyn them together draw t down from s thus 

Str thus  after the same manner you are to make the rest, according to the examples of the double consonants.

I give a Character for sh, and I give also a tittle; the Character shall be used only when another Letter is to be joyned to sh (which is not often) as in these words, shrill, shrink, ash, and the like, but when no Letter is to be joyned to sh you shall use the tittle (and not the Character) both in the beginning, middle, and ending of words; but they who finde any difficulty in it (though I thinke to an ordinary capacity there wil be little) because of the after-rules that are given about tittles, may use the character and not the tittle.

and as the single Letters, so the double Consonants, are each of them to be made at once, without taking the pen off the paper.

Having perfectly learned the Letters of the Alphabet, it wil be sufficient to write the double Consonants two or three times over.

Chap. 3.

Of the Vowels and their places

In this Art the Vowels are seldome expressed by their own Characters (vnlesse when they begin words) but are to be supposed or understood by certain places appointed them about the rest of the Letters, as in these examples.

The places of the Vowels about other Letters.

b ^a d ^e f ⁱ k ^o

In which examples take notice that the place of a is directly over the top of the letter, thus ⁱ the place of e by the upper part or corner of the letter, thus ⁱ the place of i against the middle of the letter thus ⁱ the place of o at the lower corner of the letter, thus ⁱ the place of u directly under the letter thus ⁱ After the same manner they are placed about the rest of the Letters, as about n p t thus

n ^a p ^e t ⁱ

where you see (as before) that the place of a is just over the letters, the place of u just under the letters, of e, i, o, toward the right hand of the letter one under another.

Chap. 4.

Of the use of the vowel places

Having carefully observed the places of the vowels about other letters, you may then proceed to some instances of words written, by which you will the better understand their use, as for example, if you would write the word call, the k (which stands for c) you write thus ⁱ now the next letter being a vowel it must not be written, but the consonant following it which is l, must be set in the place of a thus ⁱ to write kell

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7.

keſſ write k as you did, and ſet l in the place of e thus 10
to write kill, ſet l in the place of i thus 10 koll thus 10 kuſſ
thus 10 as in theſe examples :

bar

~

pat

~

ber

~

pet

~

bir

~

pit

~

bor

~

pot

~

bur

~

put

~

If two or three conſonants come together, either in the beginning,
middle, or end of a word, you muſt joyn them together without taking
your pen off the paper, as for example, to write blaſt, you muſt
joyn bl thus ~ and in the place of a ſet ſt thus ~ to write
cleans, joyn kl thus ~ and in the place of e write ns thus
~ as in theſe examples :

dreams 16

plaiſter ~

ſmiles ~

ſtrong ~

friend 70

print ~

ſprinkle ~

trouble ~

In which examples take notice that you are not to take your
pen off the paper till you come to a vowel but are to joyn all the
conſonants together that have no vowel come between them.
When you have a word of divers ſyllables you are to take the vowel
places from the letters ſucceſſively that is to ſay one after another
as for example to write tribute you write tr thus ~ then ſet b
in the place of i thus ~ and in the place of u under b ſet
t thus ~ and not under tr thus ~ as in theſe exam-
ples :

delighte d ~

finiſhed ~

ſpirit ~

folded ~

leſſon ~

treason ~

delicate ~

pleaſant ~

ſhipwrack ~

If the firſt vowel of a word be a and the following vowel

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Vowel in the next syllable be u the place of a shall not be then just over the letter in the usuall place of it, but it shall be more toward the right hand higher then the letter, but over no part of it as for example to write stature you write st thus *st* now t the consonant following a shall not be set in the usuall place of a thus *a* but shall be set more toward the right hand thus *at* and then in the place of u under t set r thus *tr* And if the first vowel of a word be u and the following vowel in the next syllable be a the place of u shall not then be just under the letter in the usuall place of it but it shall be more toward the right hand some what lower then the letter as for example to write frugall you write fr thus *fr* now g the consonant following u shall not be set in the usuall place of u thus *u* but shall be set more to the right hand thus *ug* and then in the place of a over g set l thus *ulg* When a word begins with a vowel the vowel must be writt downe as for example to write appease joyn p to a without taking off your pen thus *ape* and in the place of e write s thus *apes* as in these examples:

add s	it v	appetite.	cl	idle	h
ease s	or r	approach	cl	oppose	h.
ill l	us v	equall	r	vain	v

When two vowels come together in the beginning of a word for the most part one of them may be left out as in these words ease either and the like a.i. may be left out of which see Chap. 7th but if both the vowels must be sounded then write down the first vowel and set the consonants following in the room of the second vowel as for example to write out you write the first vowel o thus *ou* then in the place of u the second vowel set t thus *out* as in

Also when two vowels come together in the middle of a word and belong to one syllable for the most part one of them may be spared as in these words, breast, breath, great, and the like the a may be left out but if both Vowels must of necessity be sounded then put the character of the second vowel in the place of the first vowel as for example to write boil write the second vowel i with l joyned to it in the place of the first vowel o thus *boil*

If the vowels belong to two syllables then either do as before as for example to write diet set e which is the second vowel with t joyned to it in the place of i the first vowel thus *diect* as in these examples moab *moab* affiance *affiance* stoick *stoick*

Or else put a tittle in the place of the first vowel which shall signifie that vowel and then write y consonants following in the room of the second vowel as for example to write client put a tittle in the place of i thus *clint* and then write nt in the place of e thus *clint* as in these examples lineall *lineall* pioner *pioner* poem *poem* prior *prior*

When a word ends with a vowel which is sounded that vowel shall be understood by a tittle put in the place of it as to write me put a tittle in the place of e thus *me* as in these examples due *due* goe *goe* tie *tie* sorrow *sorrow* In which examples obserue that though these and such like words end with two vowels yet but one of them being sounded a tittle in the place of that vowel shall serve to express it. Observe the like rule in words that end with y having the sound of a or i as to write by put a tittle in the place of i thus *by* to write day put a tittle in the place of a thus *day* they thus *they* When y is sounded as it is in these words yeeld youth yonder and the like it must be expressed by its own character but when it is sounded like i as in these words boysterous, boyes, chry stall, and the like it shall be expressed

Characters for Shortning of Words

Characters that Usually begin Words

all	✓	in	—	re	∠
circum	ε	en	—	sub	⊥
com	τ	mis	—	sup	ρ
con	2	mes	—	fur	+
con	—	of	—	ser	—
cord	1	ord	—	temp	—
dis	—	pas	—	tempt	—
das	2	pos	—	test	×
for	—	per	—	trans	re
form	u	par	—	in	8
im	—	pre	—		
em	—	pro	—		

Characters that Usually end Words

able	—	lent	—	scribe	—
ible	—	lence	—	scription	—
ation	—	litie	—	ses	—
ceive	—	ment	—	fus	—
cious	—	nes	—	flon	—
cial	—	ous	—	fian	—
ctie	9	use	—	soever	—
ference	6	on	—	stant	—
fication	—	position	—	stance	—
full	—	sence	—	ternall	—
gent	—	science	—	true	—
gence	—	sent	—	vent	—
ject	—	scient	—	ver	—
ing	3	serue	—	vert	—

expressed by the character of i .

Chap. v.

Of the Characters for shortning of words.

These characters for shortning of words are very necessary for speede in writing and although any word whatsoever may be written with considerable brevity by the former rules yet tis impossible to attain to the like degree of swift writing without as with the use (at least of the greatest part) of these .

I have reduced these characters to a lesser number then I finde in any Booke extant where materiall characters are not omitted Those therefore whose memories are but indifferently good will finde it an easie matter both to get and retain them all .

And such who finde their memories weak may get only those y have this line — drawne from the word to the character that stands for it the rest being either not so frequently used or els are made conveniently (though not altogether so brightly) by the former rules .

These Characters all but nine are made each of them at once without taking the pen off the paper and you are to begin them so that where you end them you may conveniently affix that which is to be joyned next and then you make them right otherwise not though you cannot easily mistake in writing them . In making use of these characters the same directions are to be followed that are laid down before in words which are written without them .

When any of these characters begin a word the character must be writ down if the following letter be a consonant you must joyn it to the character without taking your pen off the paper and when you come to a vowel then take off your pen and set that which follows in the place of the vowel as for example to write

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to write impute, the character for im you write thus < the next letter being p draw it from im without taking off the pen thus < and in the place of u write t thus < to write partake the character for par you write thus & then joyn t to it thus & and in the place of a write k thus & as in these examples

also	deſpair	miſterie	ſurpriſe
conſine	fortune	prepare	ſurely
country	miſtake	ſubdue	translate
circumciſe	endure	ſupply	unlike

If a vowel come next after a character that begins a word, then write the conſonants or character that ends it in the room of the vowel as in theſe examples :

comand	ordain	comiſſion	imutable
forreign	peruſe	conexion	officious
image	tempeſt	cordiall	reality

When you have a character to end a word and none to begin it you muſt begin it with the letters of the Alphabet as in theſe examples

praying	gracious	reject	lament
ſting	pliable	patience	ſpices

There are divers words to be written with two or more of the characters joyned together, as for example, to write diſpoſition you write the character for diſ thus & then joyn the character for poſition to it at once taking off y pen thus & Circumſtance thus & as in theſe

coming	impoſition	in able	pretious
compoſition	impoſſible	in ſtance	prevent
conference	inſcription	parable	ſubſtance
conversion	information	perceive	temptation

Divers of the characters that begin words will ſometimes come in the middle or ending of a word as theſe and the like
a company before impoſe triall

13.

Characters for the Names of the Bookes of the Bible.

Genesis	7	gen	Jonah	L	io
Exodus	3	xd	Nahum	Y	na
Leviticus	Y	le	Habakuk	S	abuk
Numbers	V	nu	Zephaniah	Z	zf
Deutron	7	dutr	Haggai	G	agi
Ioshuah	L	ios	Zecharie	Z	zak
Judges	h	dg	Malachy	C	mli
Samuel	o	si			
Kings	J		Mathew	C	mith
Chronicles	k	kron	Acts	J	kt
Ezra	z	za	Romans	r	rom
Nehemia	Y	ne	Corinthe	Y	cor
Ester	p	str	Galatians	G	gal
Psalms	e	psa	Ephesians	E	ef
Proverbs	tv	prov	Philippians	L	fi
Ecclesiastes	n	ek	Colossians	L	col
Ecclesiasticall	L	kt	Thessaloni	Y	thes
Canticles	W	isa	Timothy	K	tim
Isaiah	L	ir	Titus	h	tit
Jeremiah	L	lmont	Philemon	7	film
Lamenta:	z	zek	Hebrews	H	H
Ezekiel	Y	dant	James	L	ia
Daniel	b	se	Revelation	Y	re
Hoseah	L	iol			
Joel	C	ao			
Amos	n	abi			
Obadiah					
Those Bookes y ^t		are left			



out are easily writ by rule

14. The Table of Words

The first Rank

Act }	1	kt	Could	!	kud
aks }			Did }	,	d
advantage	5	adv	deed }		
Among }	5	amst	destroy	yr	destr
amongst }			doctrine	2	d
And	\	n	dwell	3	dn
are	r	r	Earth	✓	rth
after	4	aftr	even	x	en
			heaven }	y	e
Be }			ever	c	e
by }	h	b	evill		
but }			Faith	7	f
			first	7	fs
Beleeve }	8	be	from	7	fr
belief }					
between	✓	bt	God	7	g
			godly	2	gl
Call	l	kl	good	2	
Can }	1	k	gospel	9	g
canst }					
Cause }	b	ks	Nath	or	ht
because }			has }	o	h
Child	<	ch	have	o	h
Children	<	ch.	he }	o	h
Christ	x	x	him }	✓	lp
Christian	4	x	help		
Covenant	lv	kov	holy	1.	oli
Church	<	chr	holy ghost }		
			I }	L	i
			Iesus	I	I

The Table of Words

15

If	1	i	questions	3	qu
Ignorant	4	ig	Reioyce	5	reioy
ignorance }	2		Saith	6	ses
joy	7	dg	Saith he	8	se
judge	7		salvation	9	ation
it	7		saviour	10	ff
King	1	k	self	11	fb
Kingdome	K	k	shall	12	fn
Knowledge	5	lg	sin	13	fn
Lawfull	5	lfull	son	14	sp
lesse }	6	ls	spirit	15	fl
ets }			soul	16	sur
line }	u	li	sure	17	
life }	1		Thank	18	nk
long	1	l	think	19	t
Lord	1	lo	that	20	
loue	1		the	21	tm
Man }	1	m	thee	22	tm
mans }	1	m	them	23	thr
Men }	1	m	themselves	24	tfre
mens }	2	na	there	25	te
Nature	2	nt	therefore	26	ting
Not	2	ntn	these	27	ys
Notwithstanding	2	nver	thing	28	or
Neverthelesse	2		this	29	t
Obferue	1	ld	those	30	y
Old }	5	one	thus	31	tg
hold }	5	r	thou	32	rt
one	5	or	thy	33	tr
or	5		together	34	m
our }	1		trust	35	th
ouer }	1		truth	36	
Particular	1	part	turne	37	
people	7	pe	then	38	u
point	7	p	Vers	39	u
priveledge	7	prl	Vnder	40	lk
Question	7	qu	Up	41	n
			Walke		
			Was		

The Table of Words

The First Rank			The Second Rank		
Well	l	l	Above	c.	ao
Will	o		Abound	u	ab
What	u		about	s	aot
When	φ		account	q	ak
Where	q		acknowledge	u	aknowldg
Which	o	nb	admonish	s	adon
With	o	whot	advance	u	adv
Without	n	rd	adversarie	u	adver
Word	n	rk	adversitie	so	advers
Work	n	rk	advise	so	adis
Arke	n	rk	advocate	s	adok
Worship	r	wor	afflict	l	af
World	o		again	u	Ag
Would	z	wud	against	u	Ag
Yet	y	yt	aggravate	u	Agr
Your	y	yr	alreadie	u	alr
You	v	v	altogether	u	alt
Zeal	z	z	alway	u	als
Second	2		alwayes	u	as
Secondly	2		angell	u	ano
third	3		another	u	ans
thirdly	3		answer	u	ap
fourth	4		apostle	u	rg
fourthly	4		argument	u	atr
And so of the rest of the figures			author	u	av
And so forth & et st			avoid	u	
			Backslide	u	bsl
			before	u	bfor
			began	u	bg
			begin	u	
			behold	u	bd
			behold	u	
feare	u	fori			
forgive	u				

The Table of Words

17

Benefit	3	bf	disappoint	2	disf
beseech	22	bfsk	Earnest	rz	mes
besides	22	bs	elect	8	el
beyond	22	by	enemy	L.	eni
blaspheme	22	blyf	enemies	L.	enis
bless	2	bl	enter	2	ntr
blessed	2	bl	epistle	8	ep
both	2	bth	evangelist	8	evan
bring	2	br	evangele call	8	ever
brethren	2	br.	everlasting	8	ent
Carnall	h	krl	evident	8	ent
change	h	ng	evidence	8	xa
choice	h	chs	example	8	xtr
comfort	h	comt	externall	8	xtra
concerne	h	cons	extraordinary	8	xtra
congregation	h	conation	Fall	2	fl
consequence	h	conqu	father	2	fa
consequent	h	kv	fellowship	f	f
covetous	h	kv	forbear	u	forb
croffe	+	kv	forbid	7	f
crucifie	+	kv	friend	7	f
chapter	+	cbp	further	7	fth
Dark	2	dr	Gaue	2	ga
deliver	2	dbr	generall	2	ge
demonstrate	2	dem	generate	2	gn
destruction	2	des.	gift	2	gt
determine	2	dtr	giue	2	gi
devill	2	2	glory	2	g
disobedient	2	disb	grace	2	gr

The Table of Words

Had	h	had	Minister	f	mistr
happy	h	api	more	h	mo
happinesse	h	apines	much	h	mu
heare	h	hr	Necessary	z	nes
heart	h	rt	neglect	z	ngl
art	h	rt	nothing	z	noting
his	h	hs	nor	z	nr
humble	h	ml	number	z	nu
house	h	hw	Obedience	h	obe
how	h	hw	obedient	h	ob
hypocrisie	h	hksl	obtain	h	ok
hypocrit	h	hk	occasion	h	ok
Jerusalem	h	irf	Omnipotent	h	om
Jesus Christ	h	irf	omnipotence	h	om
Imperfect	h	impk	Opportunity	h	oper
iniquity	h	inqui	opinion	h	oin
iniquities	h	inqui	ordinary	h	ordin
instrument	h	inquis	originall	h	rgl
interpret	h	intr	ornament	h	rment
Judgment	h	gment	overcome	h	orcom
Just	h	ist	Peculiar	h	pek
Lan	h	l.	place	h	pl
Laws	h	l.	pleasant	h	pls
length	h	lth	power	h	pr
liberty	h	lbr	prejudice	h	prej
likewise	h	lw	prerogative	h	prer
Magnifie	h	mag	prevaile	h	prel
manifest	h	mfs	principall	h	prf
Mercy	h	rs	prodigall	h	prodl
Marvel	h	mer	proue	h	pro
			proof	h	pro

The Table of Words

19.

Promise	h	prom	Tell	l	tl
purchase	z	pch	till	h	th
Regard	7	rg	testimony	h	thrl
Religion	w	rel	thraldome	t	tr
religious	4	rem	triumph	h	tbl
remember	4	rev	trouble	v.	vo
revenge	4	ren	Voice	h	unlan
reward	4		Unlanfull	h	vnf
righteous	6		Unsearchable	h	vnn
Sabbath	6	sb	Unworthy	y	vt
sacrafise	p	skr	Utter	y	utr
sacrament	o	smnt	Uttermost	y	vi
sanctifie	s	snt	Utmost		
sanctification	s	snt	Wisdome	7	vi
sanctuary	s	snt			
satisfie	4	sf	The Old	h	ol
satisfaction	4	sf	Testament		
scripture	p	sk	The New	h	nu
severall	8	se	Testament		
similitude	oi	sim	As if he	6	assa
signifie	7	sg	should say	6	affr
sincere	7	sencr	as if it were	6	asitr
something	e	sm	As it were	6	as ch
spirituall	h	spl	As much as	6	for as
sprinkle	h	spr	for as much as	6	in as
statute	p	st	in as much as	6	in so
steadfast	h	sta	in so much	6	howr
strength	h	sth	how much more	6	
such	h	sch			
suffice	h	sf			
suffer	h	sfr			
Tabernacle	h	tbr			

1947

This image shows a blank, aged, cream-colored page, likely an endpaper or flyleaf from an old book. The paper has a slightly textured appearance with some faint horizontal lines and small dark spots, possibly due to age or handling. A vertical crease is visible near the right edge, and the overall tone is a warm, off-white or light beige.

CHAP. VI.

Of the Table of Words.

THIS Table of words hath three Columns; In the first is the word, In the second the Character which stands for it, and the third shews what that Character is made of.

The Characters of this Table are so framed (unless about twenty of them) out of the Letters of the Alphabet and Characters for shortening of words, that he who hath learned the former, will find little difficulty in getting and retaining these.

I have divided the Table into two ranks, and 'tis the first rank which I chiefly commend to the learner to get (which he may do with ease) it consisting of words that are of most ordinary use: the words of the second rank are either such as do not so frequently occur, or else are conveniently written (tho not so briefly as by these Characters) by the former rules.

There are divers words of this Table, the Characters of which serve, not only for the single words for which they stand, but serve also for the composition of other words, as for example, the first character, which is *ks* thus (*J*) stands for *act* and *aks*; now if you would write *acted*, set *d* in the place of *e* thus (*J^d*); if *acting*, joyn the character for *ing* to *act* thus (*J^g*),

actnall

actual thus (ʃ); if you would write *accept*, set *pt* in the room of *e* thus (ʃ^p); *accident* thus (ʃ^d): If you would write *goodness*, the character for *good* you write thus (2), then joyn the character for *ness* to it thus (2_z), and so of divers of the rest.

CHAP. VII.

General rules for shortning of words.

IN this Art we are not so much to consider how the word is truly spelt, as how it is sounded, and to express no more letters then will sound the word, and to leave out the rest as useless.

Vowels to be left out.

When two Vowels come together in the beginning, middle, or end of a word, in very many words one of the Vowels may be left out, as in these and the like;

<i>ease,</i>	<i>clean,</i>	<i>cloak,</i>	} may be left out.
<i>doest,</i>	<i>goest,</i>	<i>brief,</i>	
<i>gain,</i>	<i>faith,</i>	<i>stain,</i>	
<i>annoint,</i>	<i>joyn,</i>	<i>jeopardy,</i>	
<i>taunt,</i>	<i>build,</i>	<i>guest,</i>	

Sometimes two Vowels may be left out, as in these and the like;

<i>beauty</i>	{ <i>ea</i> }	} must be left out.
<i>sayest</i>	{ <i>ye</i> }	
<i>view</i>	{ <i>ie</i> }	

When *a* comes before *r*, and *e* before *f* in the beginning of a word, and a consonat follow
next

next, the *a* before *r*, and *e* before *f* shall alwaies be left out, as for *arm*, *arbor*, *argue*, write *rm*, *rbor*, *rgu*; for *establish*, *estate*, *esteem*, write *sta-*
blish, *stat*, *steem*.

When *e* comes before *x* in the beginning of a word, the *e* shall alwaies be left out, as for *examine*, *extended*, *explain*, write *xamin*, *xtend*, *xplain*.

And *e* shall never be written in the end of a word, but when it is fully sounded; as 'tis in these words, and the like, *me*, *be*, *we*, and then according to the former rule, it shall be expressed by a tittle in the place of it, but when it is sounded as it is in these words, *hate*, *date*, *trample*, *middle*, *finde*, *wine*, and the like, it shall always be left out.

In all such words as these, *feed*, *speed*, *pool*, *wool*, and the like, tho both vowels be sounded, yet one of them may be left out, and the sence in reading will supply it.

Also in these words, *ground*, *found*, *counter*, *could*, *would*, and the like, one of the vowels may be left out. In all words that begin with *w* the *w* shall be left out, as for *wrong*, *wry*, *wrangle*, and the like, write, *rong*, *ry*, *rangle*.

Conso- nants to be left out in	{	<i>assembled, resembled,</i>	{	<i>b</i>	{	must be left out.
		<i>acquaint, ascend,</i>		<i>c</i>		
		<i>blindnesse, friendly,</i>		<i>d</i>		
		<i>height, might, through,</i>		<i>gh</i>		
		<i>redemption, consumption,</i>		<i>p</i>		
		<i>costly, perfectly, castle,</i>		<i>t</i>		

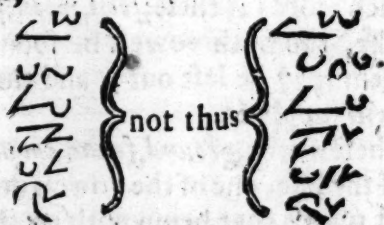
and the like.

The

The letter *b* needs not be written but when it begins a word, as for *inherit*, *inhabit*, and the like, write *inerit*, *inabit*; for *phantie*, *triumph*, and the like, write, *fansi*, *triumf*.

When *ch* hath the sound of *k*, the *k* shall be used and not *ch*, as for *christall*, *mechanick*, *anarchy*, write *kristall*, *mekanik*, *anarki*.

The Letters *l* and *r* coming after a vowel in the middle or end of a word, shall (when the sound of the word will bear it) be joyned to the consonant going before the vowel, and shall not be disjoyned in the place of the vowel, as for example, these words, *apparel*, *libell*, *repell*, *rather*, *letter*, *neighbour*, and the like, shall be writ thus,



When two consonants of the same kinde come together, as *ff ll mm* and the like, one of them shall be left out, as for *affable*, *command*, *ballance*, write, *afable*, *comand*, *balans*.

Sometimes a syllable may be left out in a word, and yet the word sufficiently sounded, as all words which end in *ied ieth* shall end in *id ith*, as for *beautified*, *beautifieth*, *tried*, *trieth*, and the like,

like, write *butifid*, *butifith*, *trid*, *trith*, for *mystery* *defiled*, and the like, write, *mistry*, *defild*.

These rules about leaving out of letters and syllables, depend little or not at all upon the memory, but are reducible to this general rule, *viz.* to write the shortest way, according as the word is or may be sounded.

In some long words two or three syllables may be spared. Sometimes whole words in a sentence may be omitted, and yet the sence supply them in reading, as in many sentences that have *the* and *of* in them, *the* and *of* may be left out as in these and the like, *the glory of God*, *the grace of Christ*, *the torments of hell*; for which write *glory God*, *grace Christ*, *torments hell*: As for, *we ought to seek the glory of God*, write, *we ought seek glory God*; for, *we should magnifie the grace of Christ*, write, *we should magnifie grace Christ*; for *we should endeavour to escape the torments hell*, write, *we should endeavour escape torments hell*.

Also *the of the* may be left out in such like sentences as these, *the glory of the Lord*, *the vanities of the world*, *in the midst of the sea*; for which write *glory Lord*, *vanities world*, *midst sea*: As for, *we ought to set forth the glory of the Lord*, write *we ought to set forth glory Lord*; for *many men love the vanities of the world*, write, *many men love vanities world*; for, *they were all cast into the midst of the sea*, write, *they were all cast into midst sea*.
There

There are divers other words which may be left out in writing, and yet the sence supply them in reading, but this rule is to be practised only by them, who have understanding to know what words to leave out, and only then when the writer cannot keep pace with the speaker.

CHAP. VIII.

Of Pointing.

IN this Art there is little use of pointing; when you come therefore at a stop, you shall only need to make two tittles thus (:) I judge it needleffe in short-writing to observe the rest of the points, and therefore shall give no further direction therein: Onely when you begin a verse in writing of a Chapter, or a severall head, or particular in writing after another, then begin a line.

FINIS.

I

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